

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3136   **TITLE:** REHABILITATIVE SERVICES MANAGER   **GRADE:** S-29

**DEFINITION:**

Under general direction, directs and participates in the administration, planning, development and implementation of physical therapy, speech pathology and audiology services and programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Physical Therapist II in that the Physical Therapist II provides physical therapy treatments to clients, teaches home exercises and other physical therapy procedures to the parents of children with a physical disability. This class also differs from the Speech Pathologist II in that the Speech Pathologist II provides diagnostic and therapeutic speech services and plans and organizes speech pathology services. This class is further distinguished from the Audiologist II in that the Audiologist II provides audiological services. The Rehabilitative Services Manager has administrative oversight for physical therapy, speech pathology and audiology services and programs provided by the Health Department

**ILLUSTRATIVE DUTIES:**

Plans, directs and coordinates physical therapy, speech pathology and audiology services provided by the Department of Health;  
Develops goals and objectives for delivery of service;  
Trains, evaluates and supervises rehabilitative service personnel;  
Gives assistance and guidance to team members on difficult cases, suggesting possible approaches or resources;  
Facilitates the assignment of caseloads, reviews written documentation and evaluates performance;  
Schedules clinic services and special testing programs to meet community needs;  
Monitors and evaluates the effectiveness of clinic services and recommends/implements improvements as needed;  
Assists in budget preparation and manages service delivery costs;  
Analyzes staffing needs and assigns staff to meet program needs;  
Provides orientation and training to staff and in-service education to other health care professionals;  
Provides information and guidance to staff regarding state and local government policies, procedures and requirements;  
Studies and analyzes clinic data, reports and records to identify trends or problems and to evaluate the effectiveness of clinic services at meeting internal and external customer needs;  
Acts as a consult to other clinic departments;  
Provides direct client evaluation and treatment;  
Supervises inventory and requisition of supplies;  
Speaks before community groups and serves as specialty area resource for health education programs.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of speech therapy and audiology theory and practice required to provide clinical services to individuals, families and the community;

Knowledge of current literature and new developments in rehabilitative care practice and administration;

Knowledge of available community resources for referral;

Knowledge of tools and equipment used in evaluation and/or treatment;

Ability to plan, implement and evaluate community rehabilitation programs;

Ability to supervise professional staff and other personnel;

Ability to analyze and interpret data and write comprehensive reports;

Ability to communicate effectively both orally and in writing;

Ability to make decisions and solve administrative and professional problems arising in the unit's operation;

Ability to establish and maintain effective working relationships with associates and representatives from other agencies.

**EMPLOYMENT STANDARDS:**

Successful completion of a therapeutic curriculum approved by the American Medical Association or the American Physical Therapy Association or the American Speech and Hearing Association; PLUS

Four years of experience as a physical therapist, certified speech pathologist or audiologist, preferably including one year of supervisory or administrative experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of current license to practice as a registered physical therapist, speech pathologist or audiologist in the Commonwealth of Virginia.

REVISED: November 7, 2003

REGRADED: July 12, 2003

REVISED: July 10, 1995

REVISED: September 4, 1985